

S E C R E T

30 July 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]  
Director of Training and Education

SUBJECT: Weekly Report

\* 1. Sixteen Senior Agency Officers participated in the Office of Training and Education's one-day Chief Executive Officer (CEO) Colloquium in the Boston area on Wednesday, 22 July 1987. The morning session was with Ralph Jacobson, President and CEO of The Charles Stark Draper Laboratory, Inc., Cambridge, Massachusetts. The Draper Laboratory, a non-profit scientific and engineering firm, has long been the world leader in the design of guidance systems. The Laboratory is now facing the challenge of finding new technologies to maintain their leadership as well as how to attract and retain scientists and engineers. The afternoon session was with John J. Shields, Senior Vice President, Digital Equipment Corporation (DEC), in Maynard Massachusetts. According to Shields, the bottom line for DEC is customer service and excellence.

25X1 [REDACTED]

\* 2. OTE's Executive Development Elective "CIA and The Congress" began 27 July with 19 SIS officers enrolled. Participants traveled to Capitol Hill on Tuesday, 28 July to meet with the Honorable Dave McCurdy (D-Oklahoma), Member, House Permanent Select Committee on Intelligence (HPSCI) and Thomas K. Latimer, Staff Director, HPSCI. On Wednesday, they returned to Capitol Hill to meet with Senate Select Committee on Intelligence (SSCI) staff members. Senator Cohen (R-Maine and Vice Chairman of SSCI) joined them and SSCI Staffers in the Dirksen Senate Office Building for a working lunch. The Senator discussed the line of questioning he intended to pursue in the Iran-Contra Hearings with Attorney General Meese later that same afternoon. He also revealed that he intended to propose in the Hearings that the Director of Central Intelligence, Director of the Federal Bureau of Investigation, and the Attorney General not be personal friends or political allies of the President in order for them to remain independent and objective in dealing with the Executive Branch.

25X1 [REDACTED]

S E C R E T

S E C R E T

SUBJECT: Weekly Report

\* 3. The Office of Training and Education is pursuing the accreditation of courses by the American Council on Education (ACE). The initial area of interest is secretarial training with other occupations to follow as appropriate. ACE accreditation is a prerequisite for establishing an Associates of Arts Degree. It is anticipated that the documentation required for accreditation will be completed by December 1987 and that the on-site evaluation by ACE will take place in February 1988. [ ]

\* 4. At the request of Ambassador Charles Bray, Director of the Foreign Service Institute (FSI), the head of FSI's orientation program met with the Chief of OTE's Career Training Division (CTD) on 27 July to discuss the Agency's Career Training Program. Ambassador Bray said he was impressed with what he had heard about CIA's training of new officers and believed training of Foreign Service Officers should be expanded and improved. The FSI representative was briefed in detail on the contents and goals of the CT Program. [ ]

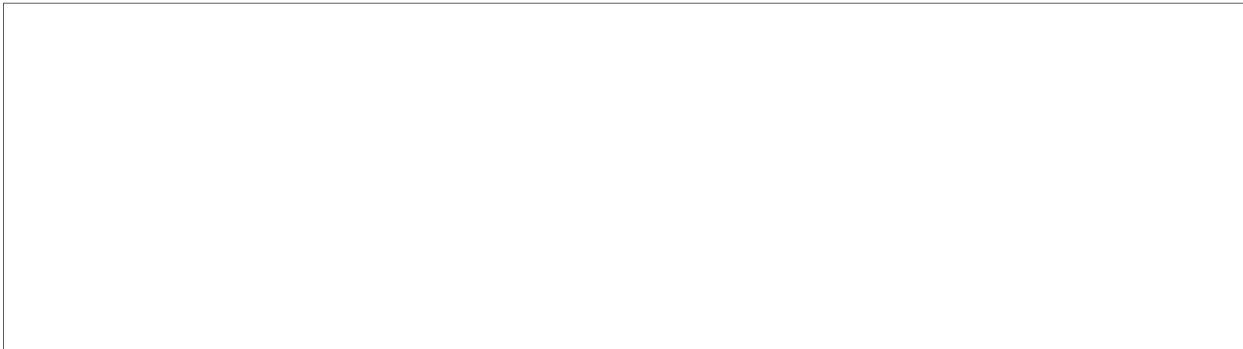
\* 5. On 27 July, sixty-one Career Trainees reported for CT Class #93. The composition of the class is as follows: DO-33 (Ops--24, Reports--9); DA-9; DI-9; DS&T-10. Twelve are internal candidates. The class started their training program on Thursday, 30 July, in the Chamber of Commerce Building. [ ]


S E C R E T

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SUBJECT: Weekly Report

25X1



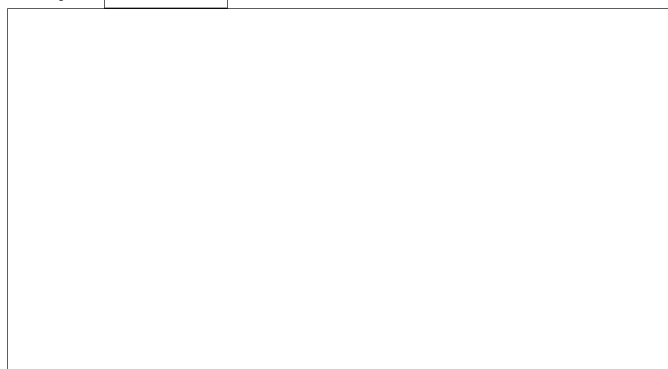
11. OTE is working closely with the DO/IMS on the development of a three-phase self-study interactive video package to train people on how to use the WANG Alliance. This package is being designed especially for overseas installations and will reduce travel and instruction time for the trainers. A contract has been signed for a firm, DISCWORKS, to produce the videodiscs. The DO is funding the contract. OTE will provide training consultation. 

25X1

12. OTE's Computer-based Training Group (CBTG) has created an electronic bulletin board, CIACBT, on the DI/OIR CONFER system. This promises to be an excellent way to get information out about vendor-produced CBT, Agency CBT developments, new courses available on the VM3 Phoenix system, etc. We hope to be able to reach a wide audience of key people with this system. In a related development, the Agency Interdirector Group on CBT met on 9 July. Twenty-six individuals attended representing twelve offices from all four directorates. Significant progress is being made throughout the Agency in the use of CBT as a viable way to deliver quality training. 

25X1

25X1



S E C R E T

28 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Secretarial, Administrative, and  
Communications Training Division

SUBJECT: Weekly Report

1. The Administrative Systems Training Branch has agreed to conduct a special running of the Field Accounting System Course for the Inspector General/Audit Staff. The normal five-day course will be reduced to two days and will concentrate on topics of special interest to the audit staff. The Office of Finance has agreed to assist with the instruction. The course will be conducted 9-10 November 1987 in the Chamber of Commerce Wang classroom.

2. An additional running of the Introduction to Budgeting for Managers has been scheduled for 31 August. The class will be held in the Directorate of Logistic's conference room which can accommodate up to 90 students. There are 70 form 73s in the queue. The additional running will be advertised in the next Notes to Training Officers to ensure a full house. The next regularly scheduled running will be 28 October.

3. The CIA Writing Program continues to provide training that is appropriate for employees at all stages of their career. The oldest Agency employee, a man of 76 with nearly 40 years of Agency experience, completed Editing Problems and How to Solve Them, held at Headquarters 22-23 July. Editing Problems, conducted by SACTD's Communication Training Branch, was termed first rate by [REDACTED] a translator for the Directorate of Operations. [REDACTED] first joined the Agency in 1947 as a part of Training when Training was only a germ of an office. Of the Editing Problems course, [REDACTED] said he would recommend it even to experienced hands.

4. The Secretarial Policy Coordination meeting was held on Monday, 27 July. Chief, Secretarial Training Branch gave an update on several action items:

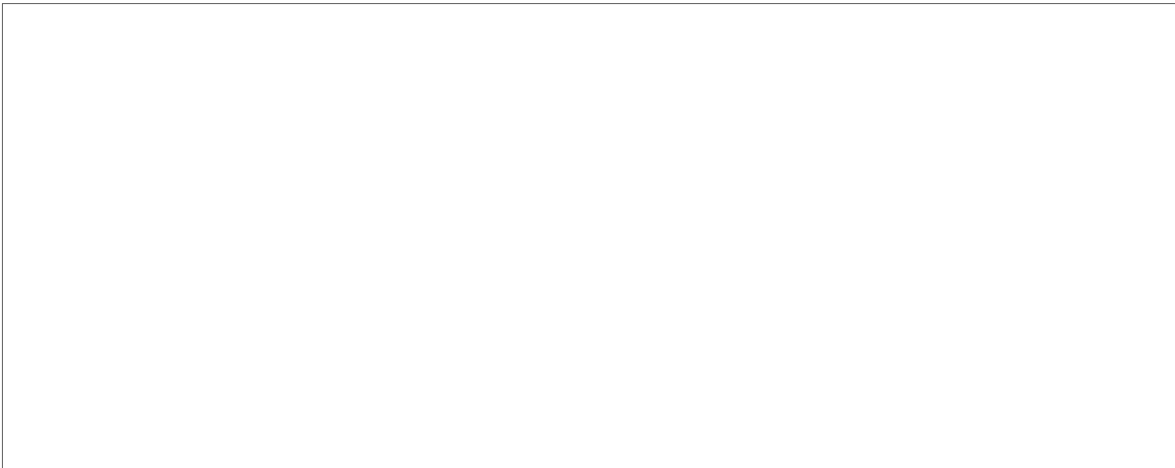
a. Based upon approval from all directorates, the new Secretarial Training Handbook is in draft and will be published o/a 1 September.

b. The contractor assisting us in the plan and design of the new secretarial training center in the new Headquarters Building is right on schedule. We are very pleased with this progress.

SUBJECT: Weekly Report - SACTD

c. The Learning Center has now instituted a procedure to keep an accumulative record of required elective credits earned in the self-study mode. The list of courses first must be approved by the student's immediate supervisor to insure they are job related. Upon completion of elective courses, the record will be certified by the Manager of the Learning Center and forwarded to Training Support Division/ Internal Training Branch (TSD/ITB) for official record. This procedure will eliminate numerous Form 73's which would normally be forwarded to TSD/ITB.

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# CONFIDENTIAL

Administration Division Weekly  
20-24 July 1987

## Conferencing

25X1 Coordinated briefing [ ] on 24 July for Calvin Humphrey, HPSCI staffer.

Did some rescheduling to accommodate DDO request for senior management conference on 15-16 October.

25X1

## Miscellaneous

OTE Awards Ceremony held in Room 902 on 22 July for 26 personnel receiving promotions, QSIs, special awards, instructor certifications, and Employee of the Trimester presentations. Logistics Branch set up room for ceremony.

## Security

25X1 [ ] OTE Security Officer, EOD'd 20 July. Welcome Betty!

## Training Selection Board

25X1 Prepared memos nominating [ ] as Officer-in-Residence at GWU's  
25X1 School of International Affairs, four officers to Harvard's Senior Executive  
25X1 Fellows Program, and withdrawing [ ] from FSI's Senior Seminar for  
AY 1987/88.

Prepared briefing book for TSB members on directorate nominees for the Armed Forces Staff College and the Royal College of Defence Studies.

## Budget & Finance

C/B&F completed meetings with the Division Chiefs regarding status of funds after third quarter of the fiscal year.

C/B&F briefed D/OTE and senior management on current status of budget and funding recommendations.

# CONFIDENTIAL

**CONFIDENTIAL**Personnel

- 25X1 [ ] checked into OTE/PB on July 20 replacing Maureen, who is departing OTE for the CT program on 27 July. Good luck, Maureen!
- 25X1 Darleen spent 21-24 July [ ] in briefings on FERS conversion.
- DC/PB attended briefings on a variety of subjects:
- DA/Personnel Officers discussion of the recruitment implications for recruitment of reaching ceiling.
  - Question and answer session by Ted Price, D/PERS, on proposed changes to the Intelligence Secretary career system.
  - 25X1 -- HRMCTF Briefing for DA Branch Chiefs in the auditorium on 23 July by [ ] on the new compensation system.
  - Briefing by HRMCTF members for OTE Instructors in CofC on 24 July.

Shelby briefed Summer-Only Employee's on exit processing, SAE's, PAR's and Resignation. Provided all Summer Only Employee's Supervisor's with PAR forms.

	<u>Check Ins:</u>	<u>Grade</u>	<u>Office</u>	<u>Title</u>
25X1	[ ]	GS-11	WOTD/OB	Inst-Ops
		GS-11	DDC/PEDS	Inst-Admin
		GS-08	AD/PB	Personnel Ass't
			SACTD/STB	IC
	<u>Check Outs:</u>	<u>Grade</u>	<u>Office</u>	<u>Date</u>
25X1	[ ]	GS-13	AD/SO	24 Jul 87
		GS-08	AD/PB	24 Jul 87

Logistics

Air Conditioning: We experienced air conditioning problems again on 21 July. GSA responded quickly and repaired the problem. Still operating on one unit. New compressor for the second unit should be here in a week or so.

- 25X1 [ ] Contract has been awarded for the refurbishing of the new classroom at [ ] Job should take about 30 days.

1st Floor: Installation of window grill work continues. The grill for the front door is being installed but won't be operable until the guards move to the ground floor. (1st floor door will remain open until then.)

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28 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: 

Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report  
21 July 1987 through 28 July 1987

1. At the request of Ambassador Charles Bray, Director of the Foreign Service Institute, the head of FSI's orientation program met with ~~C/CTD/OTE~~ on 27 July to discuss ways in which the Foreign Service might ~~learn from~~ the Agency's Career Training Program. Ambassador Bray said he was impressed with what he had heard about CIA's training of new officers and believed training of Foreign Service Officers should be expanded and improved. ~~C/CTD briefed~~ the FSI representative in detail on the contents and goals of the CT Program.

2. On 27 July, sixty-one Career Trainees reported for CT Class #93. The composition of the class is as follows:

DA	9	
DO	33	(Ops -- 24, Reports -- 9)
DI	9	
DS&T	10	

TOTAL 61

Twelve are internal candidates.

The class started their training program on Thursday, 30 July, in Chamber of Commerce Building.

~~CONFIDENTIAL~~

25X1

SECRET

28 July 1987

MEMORANDUM FOR: Director of Training and Education

25X1

FROM:

Chief, Intelligence Training Division

25X1

SUBJECT: IT Weekly Report

25X1

25X1

3. [redacted] successfully completed instruction of the pilot running of the Industrial Contracting Course for the DI on 24 July. The 12 students gave the five-day course an overall rating of 4.5 on a 5.0 scale. Students remarked that the content was highly relevant and were impressed with the numerous hands-on and interactive exercises. [redacted]

25X1

25X1

SECRET

28 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: 

Chief, Leadership Development Division

SUBJECT: LDD Weekly Report 21 - 28 July 1987

*Chief Executive Officer**OK'd by The Office of Training and Education's*

1. Sixteen Senior Agency Officers participated in the ~~Executive Development Program's~~ one-day ~~(CEO)~~ Colloquium in the Boston area on Wednesday, 22 July 1987. The morning session was with Ralph Jacobson, President and ~~Chief Executive Officer (CEO)~~ of The Charles Stark Draper Laboratory, Inc., Cambridge, Massachusetts. ~~Robert A. Duffy, former President and CEO and now on the Board of Directors, also met with the group.~~ The Draper Laboratory, a non-profit scientific and engineering firm, has long been the world leader in the design of guidance systems. The Laboratory is now facing the challenge of finding new technologies to maintain their leadership as well as how to attract and retain scientists and engineers. ~~The Laboratory staff is just recovering from the trauma associated with having a new CEO.~~

The afternoon session was with John J. Shields, Senior Vice President, Digital Equipment Corporation (DEC), in Maynard Massachusetts. ~~Shields is the leading contender to replace Kenneth Olsen as President and Director of DEC. Shields emphasized that DEC with 100,000 employees world wide has become a truly unified company with a clear strategy, with unrestricted availability and flow of information throughout the organization, with employee involvement and creativity, and with everyone in the company, working toward a common goal. And yet, in spite of size and diversity, DEC has retained a strong entrepreneurial spirit. The bottom line for Shields is customer service and excellence, not short term profit. DEC just had its most profitable year as well as experiencing a 25 - 30% annual growth rate. Planning is for another 30% growth in the coming year. (U).~~

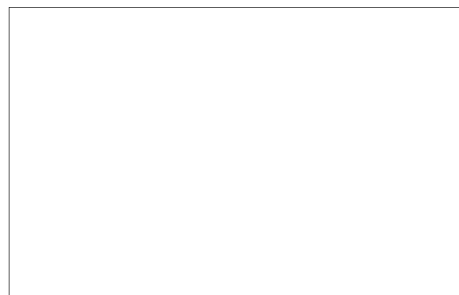
2. The Executive Development Elective "CIA and The Congress" ~~began~~ *ran from* on 27 July with 19 SIS officers enrolled. Participants will travel to Capitol Hill on Tuesday, 28 July to meet with the Honorable Dave McCurdy (D, Oklahoma), Member, House Permanent Select Committee on Intelligence (HPSCI) and Thomas K. Latimer, Staff Director, HPSCI. On Wednesday, the participants will return to Capitol Hill in the morning to meet with Senate Select Committee on Intelligence (SSCI) staff members. There will be a working lunch in the Dirksen Senate Office Building with the staff members and hopefully the Chairman or Vice Chairman of SSCI or both. (U)

*update from*

SUBJECT: LDD Weekly Report 21 - 28 July 1987

STAT 3. [ ] attended the Values in Action course held at The Center for Creative Leadership in Greensboro, N.C. on 20-21 July. The purpose of the course is to make managers aware of the role of values in effective leadership and to give them tools to begin using "values in action" as a part of their managerial approach. They gave the course materials--especially the test instruments--high marks but were highly critical of the instruction; new CCL policy has it that all ventures must be self supporting, therefore, researchers not only publish papers but are also expected to teach.

STAT



*OTE'S*  
\* 2. ~~At the~~ Executive Development Elective "CIA and The Congress" began 27 July with 19 SIS officers enrolled. Participants traveled to Capitol Hill on Tuesday, 28 July to meet with the Honorable Dave McCurdy (D-Oklahoma), Member, House Permanent Select Committee on Intelligence (HPSCI) and Thomas K. Latimer, Staff Director, HPSCI. On Wednesday, they returned to Capitol Hill to meet with Senate Select Committee on Intelligence (SSCI) staff members. Senator Cohen (R-Maine and Vice Chairman of SSCI) joined them and SSCI Staffers in the Dirksen Senate Office Building for a working lunch. The Senator discussed the line of questioning he intended to pursue in the Iran-Contra Hearings with Attorney General Meese later that same afternoon. He also revealed that he intended to propose in the Hearings that the DCI, Director of the FBI and the Attorney General not be personal friends or political allies of the President in order for them to remain independent and objective in dealing with the Executive Branch. (U)

## ADMINISTRATIVE-INTERNAL USE ONLY

28 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Training Support Division

SUBJECT: Weekly Report for Week of 26 July 1987

1. On 20 July, Chief, Internal Training Branch, Training Support Division (C/ITB/TSD) and [REDACTED] met with [REDACTED] Chief, Secretarial Training Branch, Secretarial, Administrative, and Communication Training Division (C/STB/SACTD), and [REDACTED] regarding procedures for handling secretarial training electives, substitutions, and field training. ITB will input elective credit, substitutions, and field training under approved OTE course titles with respective coding to equivalency and field training. Elective credit will be handled cumulatively by SACTD and the Learning Center. Upon cumulation of the 20-hour requirement for electives, ITB will input into training records.

2. On 20 July, C/ITB met with [REDACTED] regarding Ops Branch/WOTD courses. We established an absolute "cut off" sequence for Ops Branch courses. Because of the problem of role players in particular, we will not accept add-ons after the cutoff day. We will also be corresponding with the Ops Branch online, effective immediately. Rosters will be spooled to [REDACTED] and student information sent via AIM.

*The Office of Training and Education is pursuing*  
 3. On 21 July, TSD met with representatives of STB to discuss the accreditation of courses by the American Council on Education (ACE). ACE accreditation is a prerequisite for establishing an Associates of Arts Degree. It is anticipated that the documentation required for accreditation will be completed by December 1987 and that the on-site evaluation by ACE will take place in February 1988.

4. On 26 July, C/ITB and [REDACTED] met with [REDACTED] Chief, Computer Skills Training Branch, Information Systems Training Division (CSTB/ISTB), and five members of his branch to discuss

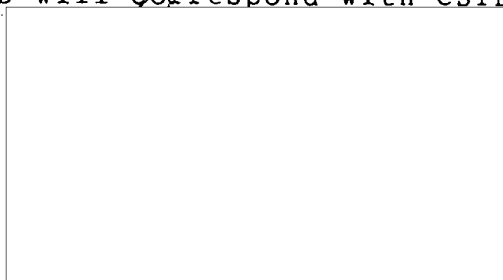
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SUBJECT: Weekly Report for Week of 26 July 1987

registration procedures where "certification of skills" is required. It was decided that the "remarks" section of the FORM 73 will be used as the tool for "certification of skills" and that CSTB will discontinue the cumbersome process of sending out requests for certification. The "remarks" statement plus the signatures of the employee, supervisor, and Training Officer will serve as "certification." An item on OTE's requirements for Requests for Training for CSTB/ISTD courses will be issued in the 15 August "Notes to Training Officers." Among other things, it was decided that, effective immediately, CRS/TSD will correspond with CSTB/ISTD via AIM.

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C O N F I D E N T I A L

28 July 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1 1. Four LTD instructors participated in the SACTD/STB 22 - 23 July  
25X1 1987 running of the World Geography Workshop with presentations on  
25X1 Culture and Religion: Poland [redacted] Egypt [redacted]  
Sub-Saharan Africa [redacted] and the Caribbean [redacted]

[redacted]

25X1 3. The Chief and Deputy Chief of Language Training Division briefed  
25X1 the Chief/SE [redacted] DO and [redacted] on  
the review of the Russian Curriculum. [redacted] expressed support for  
the program and the review process and agreed to designate an SE officer  
to serve as liaison with OTE and the Language Development Committee  
during the implementation of recommendations.

25X1 4. There were 38 reading and 34 oral proficiency tests the past week  
25X1 compared to 37 reading and 44 oral proficiency tests the previous week.

[redacted]

[redacted]

C O N F I D E N T I A L

28 July 1987

MEMORANDUM FOR: Director of Training and Education

STAT

FROM: 

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly Report - 21-28 July 1987

Word Processing Training Branch:

The contract with DISCWORKS to produce a three-phase self-study interactive video package on Wang Alliance was finally launched this week. This package is being designed especially for overseas installations and will reduce ~~the~~ travel and instruction time for the trainers. Eileen Newmark, the Vice President of DISCWORKS, conducted daily meetings covering every detail of courseware design down to the final check of the master videodiscs. We are impressed with the organization of this contractor as well as the managing of minute details in designing such a system. A milestone chart was prepared for each phase and the first delivery date will be early November.

#### Microsoft Word 4.0 Auditorium Presentation

STAT

(Microsoft Word Course Coordinator) is currently assisting in the planning of an auditorium program to present the new version of Microsoft Word (4.0) software which is to be released in early fall. The event will be jointly sponsored by OTE/ISTD, OIT/PCSC, and DI/OIR. The tentative date for the program is 16 October 1987.

The program will be held in the morning and will begin with five minute briefings on OIT and OIR consulting services. OTE will present briefings on Microsoft Word courses available as well as an introductory briefing on the Microsoft Word Users Group. Microsoft Corporation will be represented by Nancy Binnie and her staff. After the briefings, they will present a demonstration on the new features of the 4.0 software. (This is to be a major update with many changes.)

Following the auditorium program, there will be PCs set up in the Tunnel to be used as demonstration tools. The DI and OTE will have volunteers demonstrating various topics on Word. There will also be information tables set up to provide users with pertinent Word information. OTE will hand out items on the training available and user

OTE is working closely with the Do/IMS on the development of a three-phase self-study interactive video package to train people on how to use the WANG Alliance. A contract has been signed with a firm, DISCWORKS, to produce the videodiscs. The Do is funding the contract. OTE will provide training consultation.

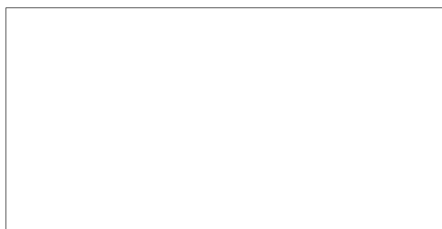
SUBJECT: ISTD Wkly dtd 28 July 1987 re 21-28 July

group information. DI/OIR and OIT will have items available on their services. The DI Word Processing Special Interest Group is developing handouts on different Word topics, glossaries, and special style sheets (such as the style sheet being used for the NID). Microsoft Corporation will also have some of their promotional material available.

Microsoft Word Training/Consulting Group

A Word Training/Consulting group is in the process of being formed. This group will act as a focal point to share information about the Word product. Information regarding the actual implementation of the product can be surfaced by trainers and consultants as a by-product of their interaction with end-users. Agency Word experts, in this organized form, can be kept abreast of product changes and problem resolutions. By meeting on a regular basis, they will have the appropriate information needed to better serve the employees and keep them productive in the use of Microsoft Word. The first meeting of this group will be held on 28 July 1987.

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DI/OIR

CONFERENCE  
System.

CBTG WEEKLY ITEMS, 28 July 87

OTE'S Computer-based Training Group (CBTG)  
on electronic CBT,

1. ~~OTM~~ has created a bulletin board for CBT and IVD (interactive videodisc) on the ~~DI OIR CONFERENCE~~ system. This promises to be an excellent way ~~to~~ to get information out about vendor-produced CBT, Agency CBT developments, new courses available on the VM3 Phoenix system, etc. We are ~~likely~~ <sup>able</sup> to be able to reach a wide audience of key people with this ~~vehicle~~ <sup>system</sup>. ~~for example, Barbara Dean is supplying us with the alias she uses to communicate with training officers DI-wide.~~

2. C/CBTG spent an hour on Friday 24 July with Clark Larsen of the Secret Service; the meeting would have been longer, but VM was down, so he could not see anything online! Larsen visited us to profit from our experience at getting into CBT. We talked about our approach to CBT authoring, our methods of supporting CBT delivery with printed materials and hotline, our selection process of the mainframe delivery system, and numerous other topics. This is the second visit by a Secret Service person to pick our brains about CBT, and is not likely to be the last.

✓  
In a related development, the Agency Interdicted Group met on CBT net on 9 July. Twenty-six individuals attending representing twelve offices from all four directorates.

4. C/CBTG spent 90 minutes on 28 July with [redacted] (Chief, Education and Consulting Section, Analytic and Computing Services Division, OIR) and [redacted] her boss (Chief, Analyst Assistance Branch, ACSD, OIR) discussing CBT and the role that it could play in training in the DI. This meeting has opened up channels of communication that are sure to help OTE meet DI training needs. [redacted] has been skeptical of the CBT's effectiveness in the past; she was shown more than 50 evaluation forms of OTE's AIM course that are overwhelmingly positive. She will be looking at several of the courses that are presently online but not yet supported by CBTG (e.g. 3270 Training, Using CMS, Using XEDIT) and giving us some feedback about their usefulness for the DI.

Significant progress is being made throughout the Agency in the use of CBT as a viable way to deliver quality training.

## CONFIDENTIAL

DATE: July 28, 1987

NOTE TO: [REDACTED]

SUBJECT: Meeting Notes: IGCBT Meeting of 9 July 1987

1. The Interdirectorate Group on Computer Based Training (IGCBT) met for two hours in the DDA's Conference Room. Twenty-six individuals attended representing 12 offices from all four directorates. (NOTE Attendees at this meeting are listed below. A list of names, addresses and phones for the IGCBT will be available on the CIACBT CONFER bulletin board soon.)

2. [REDACTED] discussed the progress made by CRES/DI in developing videodisc-based training on overhead collection capabilities for DI analysts. The course, which is one of several training packages under development on this topic, is being developed by a contractor. It should be completed in September 1987 and will be restricted to SI/TK channels.

3. [REDACTED] of OTS/DS&T reported that OTS is using vendor-produced CBT delivered on a PC for training in areas such as Lotus 1-2-3 and management (e.g., The Management Edge, Thoughtware's Management Diagnostic Series). OTS expressed interest in using OTE's [REDACTED] curriculum when it becomes available. They see potential applications for IVD in other OTS training areas as well.

4. [REDACTED] brought the group up to date on the significant activity of the Communications School in CBT and IVD. OC continues to deliver substantial amounts of CBT on several systems: this past year, [REDACTED] took 1471 separate CBT courses in the Washington, DC area and abroad. In the main, these courses are used for "prerequisite training", to assure that students entering a particular classroom course have sufficient knowledge of essential information to profit from the classroom instruction. Perhaps the most important IVD course is the custom-developed Time Division Multiple Access course that is delivered on the DEC IVIS system and is a required course in the Commo School curriculum. IVIS systems are being shipped around the world to deliver this training in the field. The Commo School continues to use the KEE system to train for WANG word processing, and uses the IBM-PC to deliver various vendor-produced courses in a variety of management and other training.

OIT's Training Staff of the Operations Division has installed an IVIS system at Headquarters to deliver the same curriculum as the Commo School. Contact [REDACTED] for further information.

5. [REDACTED] mentioned the continuing interest of DO/IMS in CBT, and [REDACTED] OTE/CBTG, described the status of the course he is developing to teach via CBT the material currently contained in the Operational Records I course. A two-hour introduction to DORIC (Directorate of Operations Records and Information Control) will be ready for testing by IMS personnel within a month.

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25X1 6. [ ] OTE/CBTG, described OTE's upcoming experiment to include vendor-produced CBT instruction on English grammar and composition in two different OTE classes. The trial runnings of the courses will be held in the fall, with students taking CBT in preparation for the classroom sessions.

25X1 Other CBT News

8. [ ] of NPIC's Training Division informs us of two significant initiatives there. First, NPIC instructors are now using videodisc-based databases of imagery in their instruction. The imagery is on 5 inch discs made in-house on a Panasonic disc player/recorder. Secondly, NPIC will soon let a contract to WICAT that will 1) upgrade the current workstations making them "pure" WICAT, and 2) enable the WICAT system to access the videodisc databases of imagery currently in use.

9. We have created a conference on the OIR CONFER system called CIACBT. A copy of these notes will be available on this electronic bulletin board. Please don't hesitate to leave your own messages and questions on the system. In order to gain access to CIACBT: sign onto CONFER by typing "confer" from AIM; go to the "Conference Maintenance" menu; choose the option, "List Available Conferences". You'll see CIACBT on the list; just follow the prompts and send the resulting request for access.

10. The next meeting of the Interdirectorate Group on CBT (IGCBT) will be in mid-October. We will announce the exact date and place on CIACBT and via paper memo in late September.

25X1 \*\*\* APPENDED BY: [ ] ON: July 28, 1987 AT: 3:12 PM \*\*\*

25X1 DATE: July 28, 1987 NOTE TO: [ ] SUBJECT: Students at 9 July  
25X1 IGCBT Meeting

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